



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024- 064

To : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads

Subject : **“Tabang Sa Tulunghaan nga Nabahaan”, a Donation Campaign of the Schools Division of Digos City for Victims of Flooding in Davao Region**

Date : February 5, 2024

Aware of the devastation brought about by the flooding in Davao Region as a result of the low-pressure area during the month of January 2024, and cognizant of the need to mobilize interventions to alleviate the situation of affected communities, the **Schools Division of Digos City launches “Tabang sa Tulunghaan nga Nabahaan”**.

All public schools in Digos City are hereby directed to disseminate the call for donations to gather clothing, food, water, medicines, hygiene kits, blankets, and other relief items.

The **Parents Teachers Association (PTA), Supreme Elementary Learners’ Government (SELG) for elementary level, and Supreme Secondary Learners’ Government (SSLG)** shall be tapped to generate, collect, and sort out the donations received.

The **Project Development Officers, Administrative Officers and other administrative personnel** deployed in schools shall work with the school heads in this campaign.

Adopt-A-School partners and stakeholders shall be reached and invited to contribute to this effort.

All social media accounts from the Division Office units and schools shall post the campaign poster to reach a wider audience.

The first wave of donations shall be delivered to the schools in Davao Oriental by February 8, 2024, using the school bus of Digos City National High School.



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



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It is encouraged that donations shall be forwarded to the Division Office by February 7, 2024. Other donations that may come in after shall be delivered on the second wave.

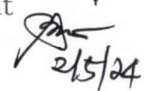
SGOD and Administrative Personnel shall work in the Division Office to prepare for consolidation the donations prior to departure of February 8, 2024. Selected able-bodied personnel shall also accompany during the delivery and distribution (see attached list).

A sorting and packing instruction are attached to guide in the handling of the donations.


Travel and incidental expenses during the delivery of the goods to the recipients shall be charged against local funds subject to the usual accounting and auditing procedures.

For your information and guidance.


MELANIE P. ESTACIO, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent


2/5/24

Enclosed: As stated.
SGOD/SBO/pjs

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
24-116475
DATE: FEB 05 2024 TIME: 4:17 PM
BY: 



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ENCLOSURE TO:

Memorandum: "Tabang Sa Tulunghaan nga Nabahaan", a Donation Campaign of the Schools Division of Digos City for Victims of Flooding in Davao Region

A. List of SGOD/Admin Personnel:

1. Sollie B. Oliver, JD, MATE	-	Chief ES, SGOD
2. Francis Jude D. Alcomendras	-	Administrative Officer V
3. Peter-Jason C. Senarillos	-	SEPS-SMN
4. Helen N. Franconas	-	Engineer III
5. Airon M. Alejandro	-	Planning Officer III
6. Ireene P. Dandoy	-	Nurse II
7. Joel P. Gomito	-	Nurse II
8. Guy Mara-asin	-	AO II
9. April Alcala	-	Project Development Officer I
10. Jose Israel Maravilles	-	Project Development Officer I
11. Renante Pantonial	-	ADAS III
12. Joel Estomo	-	ADAS III
13. Rotsen N. Gayud	-	ADAS III
14. Dominador Espacio	-	ADA IV

B. Sorting and Packing Guide

1. Rice is to be packed in small quantities (3kgs or less) to benefit more recipients. Put the packings in a sack/s and label "Rice".
2. For used clothing, please give something that is still usable. Especially for learners' sizes. Do not give old DepEd uniforms. Sort them and pack inside a sack and label "Clothing".
3. Noodles should be packed by three pieces. Put in a carton or sack and label "Noodles".
4. Sort canned goods in boxes and label "Canned Goods".
5. If there are cash donations, buy goods to convert them and keep the receipts.



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